

DATE _____
BUREAU OF ENGINEERING
SURVEY DIVISION
201 N. Figueroa Street, Suite 1100
Los Angeles, CA 90012
APPLICATION FOR DEDICATION OF EASEMENT

1. Owner _____ (Print)
(Full Name)

(Address) (City) (Zip)
is (are) the owner(s) of the properties shown on the attached Title Report or described below.

2. The area to be dedicated is for: () STREET () ALLEY
() SIDEWALK () SANITARY SEWER () STORM DRAIN () OTHER

Property(s) is located at _____

Property description: _____
Lot No., Tract No.

3. The project lies within or is shown on:

(A) Engineering District (Check appropriately)

() Central () Harbor () Valley () West Los Angeles

(B) Council District No. _____

(C) District Map No. _____

(D) Thomas Guide Reference: _____
(Page No.)

4. The dedication is required by: () CPC () ZA () DOT

() HILLSIDE ORD. () OTHER _____

CASE NO. _____

() Copy of case or permit attached

5. Notify the following representative or agent of the owner (include telephone no.):

Telephone: () _____

6. Applicant's signature _____

SUMMARY OF VOLUNTARY DEDICATION PROCEEDINGS

HOW DO YOU START?

Submit an application (attached), and include the following items (1 to 3 below), along with a payment of **\$2,033.00** to one of the following offices:
\$3,317.00

Bureau of Engineering District Office

Central District	Valley District	WLA District	Harbor District
201 N. Figueroa St., 3 rd Fl	6262 Van Nuys Bl RM351	1828 Sawtelle BL, 3 rd Fl	638 S.Beacon St Ste 402
Los Angeles, CA 90012	Van Nuys, CA 91401	Los Angeles, CA 90025	San Pedro, CA 90731

- ① Submit **one copy of a current title report, less than six months old**. These are used to determine the exact legal description of the land involved and the fee owner. The title report must show the property vested in the person(s) who will be signing the dedication documents. **No "Property Profiles" will be accepted. A copy of the partnership agreement or certificate is necessary for all LLC, Partnership or Corporations to verify the proper signatories.**
- ② Include **all dedications for easements in one package**; i.e. Street, Sewer, Storm drain, Street Lighting, etc.
3. Copy of **building permit** or **clearance summary worksheet**, DOT Case, Planning determination letter, or City Engineer Report to Planning, (DIR) or (CPC), or from Zoning (ZA), or other information obtained at district offices showing what is required.

Notes:

- *Applications must be filled out completely.*
- *All items listed above must be submitted (An incomplete application package submittal will delay the dedication process)*
- *No faxed copies will be accepted as we need original signatures on all documents*
- *Information regarding the location, Council District, etc., is available on the Internet at "cityofla.org".*
- The Survey Division or Land Development Group, are not the responsible office from which to Obtain R-3 Ordinance highway dedication clearance for a building permit. Contact the appropriate District Office or the Central District office located at 201 N. Figueroa Street, 3rd Floor, Los Angeles, CA 90012.
- The dedication will be processed by the:

Bureau of Engineering
Survey Division
201 N. Figueroa St., Suite 1100
Los Angeles, CA 90012
(213) 482-7193

An investigation and report processing fee of **\$2,033.00** is required under Section 7.3 of the Administrative Code and Section 61.03 of the Municipal Code. *This fee is non-refundable.*

Checks submitted shall be made payable to "**The City of Los Angeles Bureau of Engineering**".

Personalized checks only with a drivers license number will be accepted at the public counter of Land Development Group. A receipt will be attached to the acceptance form and returned to Survey Division before processing the request begins

INVESTIGATION AND REPORT

A. Voluntary Dedication of Easements Over Private Property